



# Appendix E

## *Pathway Monitoring Maintenance*

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### Introduction

This Appendix contains a checklist of questions that should be used to review the status of monitoring activities at work locations. See **Figure E-1**. Port managers local and local AQIM coordinators should periodically answer these questions to ensure proper monitoring of each designated pathway at their work locations.



1. What is being done to ensure that the samples are randomly selected?
  - ☐ What process is used?
  - ☐ What is being done to limit bias?
  - ☐ What difficulties are encountered to ensure randomness?
2. How are samples selected so that they are proportional to arriving populations?
  - ☐ What is being done to ensure that all populations (i.e., all passengers, cargo, foreign mail, etc.) have a chance to be selected?
  - ☐ What system is used to select times for selecting samples?
  - ☐ How is timings adjusted when selecting samples so that during peak travel periods more samples are selected?
3. What is done to ensure that all samples are 100 percent hand inspected?
4. How are QMI's separated and marked?
5. How are QMI's inspected for pests?
  - ☐ If pests are found, what system is used to ensure tat the number of the PPQ Form 309 is entered as part of the monitoring record?
  - ☐ How often is contraband fruit inspected for pests?
  - ☐ How often is contraband completely searched for multiple pests?
6. Review the data
  - ☐ What system is used to enter data?
  - ☐ Are current forms and instructions used?
  - ☐ Is the data up to date?
  - ☐ Are data files backed up after each data entry session?
  - ☐ How often is data checked for errors?
  - ☐ How is consistency ensured?
  - ☐ What does the gap analysis information show about AQIM and port operations?
  - ☐ How reasonable are the initial results?
  - ☐ What is the port doing with the information?
7. Has a risk committee been established? If yes, then:
  - ☐ What do the committee members understand about their roles?
  - ☐ What successes has the committee had?
  - ☐ What are the committee's next steps or activities?
8. What is the level of support at the port?
  - ☐ What is the level of understanding and support shown by the port director and supervisors?
  - ☐ Is sufficient time available for the AQI coordinator to do the job?
  - ☐ What is the level of understanding and support shown by officers?
  - ☐ What could be done to improve the level of support?
9. General questions
  - ☐ What aspects of monitoring have been the most difficult to implement? What has been done to improve the situation?
  - ☐ What changes have been made in daily operations as a result of monitoring?
  - ☐ What have been the responses to the training and explanatory material provided? What could be improved?
  - ☐ What is the level of cooperation with INS and Customs? What could be improved and how?

**FIGURE E-1: A Checklist of Monitoring Review Questions**

